

Department of State - United States Embassy in Colombo, Sri Lanka
Notice of Funding Opportunity (NOFO)

Program Office: Public Diplomacy Section, U.S. Embassy Colombo, Sri Lanka

Funding Opportunity Title: Administrative Support – American Spaces in Sri Lanka

Announcement Type: Cooperative Agreement

Funding Opportunity Number: PDS-COL-2022-ASACKACC

Deadline for Applications: August 23, 2022, at 11.59 p.m. (Colombo Time)

Assistance Listing Number: 1) 19.040 Public Diplomacy Programs 2) 19.441 ECA – American Spaces

Total Amount Available: \$150,000

CONTACT INFORMATION

- For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- For assistance with the requirements of this solicitation, contact ColomboPDGrants@state.gov
- To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA) contact Donald Hunter at HunterDS@state.gov.

In order to be eligible to receive an award under this NOFO, organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. **Please begin the registration processes immediately to ensure the registrations are completed well in advance of the submission deadline.** The process can require several **weeks** for the registrations to be validated and confirmed. See *Section D: Submission Requirements* for further details.

Due to the volume of applicants and inquiries, Public Diplomacy Section (PDS) **does not** accept letters of intent, concept papers, or requests for meetings or phone calls prior to application.

It is the responsibility of the applicant to ensure that the application package has been received in its entirety. Incomplete applications will be considered ineligible. Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

A. PROGRAM DESCRIPTION

Executive Summary:

The U.S. Embassy Colombo Public Diplomacy Section (PDS) is pleased to announce a funding opportunity through the Public Diplomacy grants program for Administrative Support for two (2) American Spaces in Sri Lanka: one (1) in Kandy, and one (1) in Colombo. American Spaces are a nationwide network of PDS-funded cultural centers that are part of the American Spaces program, a global network of over 600 U.S. Department of State-sponsored cultural centers. The American Spaces conduct youth-oriented educational and cultural programming. The award recipient will be responsible to oversee administrative aspects of the American Spaces program, to include staffing of selected corners, training logistics, and equipment and facility maintenance. The recipient will also assist in implementing American Spaces programming with significant Public Diplomacy Section input and assistance.

Background:

American Spaces are cultural centers based in libraries and other institutions throughout Sri Lanka with a target audience of youth between 15 and 30 years old, particularly those with the potential and interest to become local or national leaders. The American Spaces seek to empower youth, traditionally underrepresented communities including women, racial and ethnic minorities, and people with disabilities. American Spaces provide resources and development opportunities to their target audience, while also serving as gateways for their audience to learn about American society, culture, and values.

American Spaces operate based on the global standards of the American Spaces program. These standards mandate that every American Spaces offer programming in six core areas:

- Information about the United States
- English language learning
- EducationUSA advising
- Cultural programs
- Alumni of U.S. government-sponsored exchange programs
- Community engagement

The American Spaces standards mandate that American Spaces maintain collections of books, magazines, databases, computer workstations, and an area for programs. All materials at the American Spaces—to include internet access—must be free and open to the public. American Spaces vary in size, but have the following minimum characteristics:

- Secure location with public access;
- Minimum size of approximately 75 square meters;
- Library containing a minimum of 500 books selected and provided by the U.S. Mission;
- Program venue to accommodate 20 people;

- 3D Printer
- MakerSpace robotic and technology materials

A Memorandum of Understanding (MOU) for ACK between PDS Colombo and Kandy Municipal Council (KMC) the host institution is already in place. The MOU is not a legally binding document and outlines each party's responsibilities under the partnership, to include the host institution's contribution to the ACK. Per the MOU, the host institution provides the space/venue for the ACK free of charge.

Project Goal:

The American Spaces program's goal is to provide resources and programming in the following areas:

1. Build U.S.-Sri Lanka friendship and regional stability: Increase Sri Lankan's understanding of the United States, U.S. policy in the region, and the U.S. as an important and positive partner for Sri Lanka.
2. Develop Future Leaders: Empower talented Sri Lanka youth to become leaders in their local community and nation.
2. Promote peace, democracy, reconciliation, and human rights.
3. Empower Youth: Enable young Sri Lankans to develop their skills in English language; in entrepreneurship; in Science, Technology, Engineering, Arts and Mathematics or STEAM education; and in media literacy.
4. Empower Women: Enable young women to develop their skills and advocate for their interests, while also promoting women's rights in the local community.

Project Objectives:

The recipient will provide:

1. General and administrative support to the specified American Spaces: (one (1) in Kandy, and one (1) in Colombo), including providing staff to operate the American Corner Kandy (ACK). Please note the recipient does not need to employ staff for American Center Colombo (ACC). American Spaces' staff develop and implement PDS-approved programs, provide free, public access to American Spaces' computers, programs and materials, conduct outreach to the local community, and maintain a positive relationship with the local government and other stakeholders.

2. In addition, the recipient will be responsible, as requested, for the maintenance of the physical American Spaces structures as well as replacement or repair of equipment and furniture.
3. Plan and execute programming around the identified themes in the goal, in consultation with PDS Colombo.
4. The recipient may be required to work alongside the current American Spaces implementer for a period of up to two months to ensure a smooth transition.

Organizations that do not have a Negotiated Indirect Cost Rate (NICRA) may request indirect costs of 10% of the modified total direct costs (MTDC) in their proposal budget.

Expected Activities:

Proposals should describe how the participant plans to address the requirements listed for American Corner Kandy (ACK) AND American Center Colombo (ACC). Please note: the roles the organization will play at each corner are different.

Support for American Corner Kandy:

Administrative support will include:

1) Human Resources

- Plan for, coordinate, and implement a transition from the current grantee, ensuring no interruptions in American Corner Kandy's (ACK) operations or programming.
- As ACK is staffed by the recipient. The recipient must employ
 - one (1) qualified, English-speaking staff member to serve as the Program coordinator to oversee and manage the project. The Program coordinator position will be considered Key Personnel and the selection of an individual for this position is subject to the Grant Officer's approval.
 - Employ one (1) administrative staff to operate the ACK program, the administrative staff must be able to, at a minimum, perform the following:
 - Conduct monitoring and evaluation activities as described in paragraph 4 below.
 - Manage human resources.
 - Maintain sufficient information technology (IT) capability in order to manage the program reporting/communication system (described below), and to modify the communication system if necessary.
 - Manage maintenance/upkeep of the ACK.

- Effectively manage ACK inventories, to include an electronic catalog of all ACK collections.
- Manage other programming and logistics as described in this Notice of Funding Opportunity (NOFO).
- For every employee, the recipient must formally develop, document, and sign terms of employment and disburse monthly salaries in a timely manner.
- Develop and implement an annual employee performance evaluation system for all staff. Though the recipient is expected to consult with PDS for some portions of the evaluation, the recipient is solely responsible for designing and implementing the annual review process. The performance evaluation should:
 - i. Meet international business standards, including a meaningful written review of employee performance and areas for improvement.
- Incorporate PDS input, to include PDS satisfaction ratings of timely support of ACK programs and logistics, when evaluating all key personnel.
- Tie compensation to performance, particularly for ACK staff, if desired.
- Detail all salaries or other benefits.
- Inform PDS of any human resources issues, to include personnel conflicts or absences, which will impact ACK operations.
- Arrange temporary replacement staffing for personnel absences exceeding two weeks.
- Develop and implement a staffing plan that describes the hiring process for all personnel. The plan must:
 - Include PDS in the vacancy announcement (for prior approval) and interview process for all positions designated as key personnel by the recipient.
 - Obtain the Grant Officer's prior approval on hiring decisions for designated key personnel.

2) Maintenance of ACK's Equipment and Materials

ACK already has all necessary equipment. For ACK, the recipient should only budget for replacing existing equipment on a schedule agreed upon by PDS and the Recipient or when broken or in need of repair. In addition, the Recipient will provide the following support for American Corner Kandy:

- Provide general maintenance, upkeep, and utilities (e.g., telephone and power) to the ACK.

- Negotiate with outside vendors, establish, and sign contracts and pay for needed services and repairs with host institution and PDS concurrence.
- Establish a standard list of office supplies required by the ACK; purchase supplies as needed and distribute accordingly.
- Monitor the condition of all computer equipment currently in the ACK, including computers, monitors, laptops, e-books, Uninterrupted Power Supply (UPS) units, and voltage stabilizers.
- Develop a rotating replacement schedule for PDS-approved equipment. The replacement schedule must ensure that ACK continues to function at full capacity with working computer equipment. The recipient must receive PDS approval prior to ordering replacement computer equipment.
- Ensure that ACK computers have up-to-date antivirus software, filters, operating systems, and Microsoft Office Suites.
- Provide continuous internet connection to ACK at the highest locally available speed.
- Monitor the condition of all ACK equipment such as generators, projectors, printer/scanners, DVD players, digital cameras, flat screen televisions, fans, air conditioners and screens.
- Ensure that equipment and materials provided to the ACK are adequately inventoried. All resources provided by PDS or paid for via this agreement are to remain on the ACK premises and may not be relocated or dispersed in any way without prior written consent of PDS. The recipient is responsible for safeguarding ACK materials, equipment and supplies.
- Coordinate with PDS for the shipment and receipt of materials and equipment to the ACK.
- Maintain a collection of resources about the United States, such as books, U.S. government publications, periodicals, movies, posters, and other cultural materials. All material included in the ACK will be selected in consultation with PDS. ACK currently has collections meeting minimum standards. The recipient is responsible for maintaining the collections and updating them with PDS-provided materials. The recipient is responsible for distributing new materials to ACK. The recipient should not include the cost of purchasing new library collection materials in the budget. PDS will purchase these items.
- In cooperation with PDS, create and produce promotional materials to be provided to ACK staff with recommended distribution strategies. The recipient must produce and deliver promotional materials two times per year.
- Coordinate the logistics for initial and annual training for ACK coordinators. Notification for these training opportunities will come from PDS. The recipient must fund travel, per diem, and training or tuition costs for ACK staff to attend conference,

training, or workshops. The recipient must consult with PDS but is solely responsible for organizing and implementing the travel and attendance logistics of coordinators to the conference, training, or workshops.

- Ensure ACK has continuous logistical support in situations of low or no utilities (e.g. telephone and power) to include generator support; utility support need not cover all electrical needs but should maintain minimal but necessary equipment functioning.

3) American Spaces Programs

PDS will provide training on acceptable and successful programming techniques. As a part of their ongoing duties, ACK staff must ensure that ACK does the following as required by PDS:

- Ensure that ACK conducts a minimum of 12 to 16 (in person, virtual or hybrid) programs per month, with the specific number decided in consultation with PDS. The recipient must obtain PDS approval prior to implementing any program. Programs may include, but are not limited to:
 - cultural and educational programming,
 - activities focusing on economics, tolerance and diversity, women's empowerment, entrepreneurship, technology and regional security,
 - regularly scheduled, recurring programs, to include volunteer-led English language classes, internet and computer skills classes, professional development workshops, and other programming as directed by PDS.
- Conduct marketing and promotion campaigns, using various media to include outreach visits and social media, to promote ACK programs.
- Conduct outreach to the ACK target audience, to include at schools and other community centers, to promote the ACK and attract new users.
- Conduct outreach to government offices, civil society, and community leaders to build local support for the ACK.
- Facilitate free access for ACK users to ACK collections.
- Assist ACK users in conducting research or accessing collections, like that of a reference desk in an American public library.
- Facilitate free computer and internet access for visitors.
- Supervise public computer and internet access.
- The recipient will execute an annual small grants program aimed at encouraging the submission of innovative projects related to U.S. Embassy Colombo priorities areas promote democracy, peace, reconciliation, human rights, particularly for underrepresented groups, entrepreneurship, STEAM education, economic growth, media

literacy, and women's empowerment. The recipient will be expected to issue twenty-five small grants per year with budgets between \$1,000 and \$10,000. The final selection of the small grant recipients will be made in consultation with PDS Colombo.

4) Reporting

- Monitor the progress of ACK programs with quarterly reporting to the U.S. Embassy, Colombo.
- Ensure that ACK staff submit plans for upcoming ACK programs to PDS. Plan submissions will contain such content as PDS determines necessary, such as an agenda, program description, venue layout, and other background information.
- Ensure that ACK staff submits post-program reports to PDS within five (5) business days of each program end date. Program reports will contain such content as PDS determines necessary, such as a brief report and photos of events.
- PDS will provide a performance rating for each program report. The recipient may use these ratings as one of its inputs when evaluating ACK coordinator performance.
- Utilize on-line communication between ACK staff, the recipient's administrative staff, and PDS to provide:
 - Total number of visits per month and per year, for ACK and for the program as a whole, including total women and total men disaggregated by age and identification of unique vs. repeat visitors.
 - Total number of program participants per month and per year, for ACK programs as a whole, including the total number of participants and their identified genders.
 - Program plans (submitted by ACK staff to PDS).
 - Post-Program reports (submitted by ACK staff to PDS).
 - Program ratings (submitted by PDS to ACK).
 - Site visit reports.
 - Quarterly reports including updated Performance Monitoring Plan (PMP) please see D section 2.
 - Annual staff performance reviews (archived by the recipient, searchable by PDS).
 - Any necessary administrative updates.
 - Inventory of all equipment and supplies, indexed by ACK.
 - Monthly expenditure reports from the ACK.

- Other necessary information determined by PDS or the Recipient.
- Any logos or branding used in the system interface should utilize PDS-approved logos.
- Conduct regular operational, administrative, and programmatic evaluations, report results and make appropriate recommendations for improvement to PDS.
- Implement regular quality control monitoring and reporting of the ACK, including assessment visits to evaluate staff performance, evaluate the ACK relationship with the local government, evaluate condition of ACK facilities, supplies and equipment, ensure all computers function and have all required software installed, and address any management, administrative, and maintenance concerns at each site. During in-person visits technology upgrades or security patches for the computers should be addressed.
- There should be a minimum of two physical assessment visits per year as possible, with ongoing regular contact between the Project Manager, ACK Coordinators, U.S. Mission Regional Public Engagement Specialist, and U.S. Mission Locally Employed Staff Managers.

American Center Colombo (ACC) Subgrants: The selected organization will provide the following program oversight support for American Corner Colombo:

- The recipient will execute an annual small grants program aimed at encouraging the submission of innovative projects related to U.S. Embassy Colombo priorities areas to democracy, peace, reconciliation, human rights, particularly for underrepresented groups, promote entrepreneurship, STEAM education, economic growth, media literacy, and women's empowerment. The recipient will be expected to issue twenty-five small grants per year with budgets between \$1,000 and \$10,000. The final selection of the small grant recipients will be made in consultation with PDS Colombo.
- Liaise with PDS POC (Grants Officer Representative (GOR)) to execute and monitor grants.
- Make payments to subgrantees as per the payment schedule.
- Work with PDS staff to ensure each subgrantee (for programs) is aware of and complies with the financial and narrative reporting required.
- Pay sub grantees upon successful completion per the subgrantee conditions
- Monitor and evaluate progress of subgrantee's performance by submitting timely quarterly reports to PDS POC (as directed above for ACK)

U.S. Government Role and Responsibilities

As any awards resulting from this NOFO will be cooperative agreements; PDS will have significant involvement in this effort. The following responsibilities will be for both ACK and ACC. PDS responsibilities will include, but are not limited to:

- Establish signed MOUs with the appropriate Government of Sri Lanka institutions, as circumstances require, which delineate the responsibilities of host institutions, in consultation with the recipient.
- Review program content presented at the American Space to ensure programs support U.S. government objectives and are pertinent to Sri Lankan audiences.
- Providing PDS-developed programs that the American Space must implement.
- Review and approve all programs implemented by the recipient.
- Provide the American Space with an information resource collection including books, periodicals, DVDs, and CD-ROMs about the United States. PDS will consult with the recipient when selecting and purchasing additional materials for the library collections. PDS will provide these materials; the recipient should not budget for purchasing new collection materials.
- Provide appropriate public diplomacy materials to American Space for free distribution to patrons.
- Approve the hiring of designated key personnel by the recipient.
- Provide ongoing communication and feedback to the recipient regarding program operations and administration.
- Review and approve any manuals, policies, procedures, program materials, or other materials developed by the recipient for the American Spaces prior to use or distribution.
- At its discretion, conduct oversight visits (including through third-party monitors) to the American Space
- At its discretion, provide trainings and consultations to American Space staff, in coordination with the recipient, at locations in Sri Lanka.

Pending funds availability, this funding opportunity will provide support for one year of activity. The Department of State will entertain proposals for cost and time amendments of any resulting awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

B. FEDERAL AWARD INFORMATION

Length of performance period: One year (with possibility of up to two, 12-month extensions based on performance and funds availability)

Number of awards anticipated: 3 awards; The successful applicant will be required to manage three awards to execute the project outlined in this NOFO. PDS anticipates awarding three awards from this NOFO to one applicant. The anticipated total of the three awards is reflected in the award floor and award ceiling below. Applicants should submit one proposal and budget for the full scope of this NOFO. PDS will work with the selected applicant pre-award to divide costs into three budgets for the three awards.

Award amounts: awards may range from a minimum of \$100,000, to a maximum of \$150,000

Total available funding: \$150,000

Type of Funding: FY22 Smith Mundt Public Diplomacy Funds and FY22 Educational and Cultural Exchange Fulbright Hays funding

Anticipated program start date: November 2022

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative Agreement. Please refer to U.S. Government role and responsibilities in the above section.

Program Performance Period: Proposed programs should be completed in 12 months or less. Pending funds availability, this funding opportunity will provide support for one year of activity. The Department of State will entertain proposals for cost and time amendments of any resulting awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

The Public Diplomacy Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:

- Not-for-profit organizations
- Civil society/non-governmental organizations
- Think tanks
- Public and private non-profit educational institutions

For-profit entities, even those that may fall into the categories listed above, are **not** eligible to apply for this NOFO. Organizations may sub-contract with other entities, but

only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

2. Cost Sharing or Matching

Cost sharing or matching is not required for this funding opportunity.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at U.S. Embassy Colombo website, and grants.gov

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Applicants must ensure:

- Proposal clearly addresses the goals, audiences, and objectives of this notice.
- All documents are in English.
- All budgets are in U.S. dollars.
- All pages are numbered.
- All applicant authorized signatures are provided where indicated on the various, required forms.

The following documents and components are **required and must be included in the applicant's submission:**

Section 1. Mandatory application forms

- SF-424 (*Application for Federal Assistance – organizations*)
- SF-424A (*Budget Information for Non-Construction programs*)
- SF-424B (*Assurances for Non-Construction programs*)

All submissions must include the SF-424 Application for Federal Assistance and the SF-424A Budget Information—Non-Construction. These forms and the instructions for completing them are available at <http://www.grants.gov/web/grants/forms.html> under the heading “SF-424 Family.” NOTE: The SF-424B is required only for those applicants who have not registered in SAM.gov. An authorized signature by the applicant must be provided on this form.

Section 2. Technical Proposal (12 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Organizational Description and Capacity:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies as well as experience with and expertise in areas related to those described in the NOFO.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. Include the proportion of their time that will be used in support of this program.
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees, if applicable.
- **Monitoring & Evaluation:** Proposals must include a draft Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). The M&E PMP should show how applicants intend to measure and demonstrate progress towards the project’s objectives and goals. Attachment 3 of this funding opportunity contains a template that may be used to fulfill this requirement. While the grantee is free to create their own template, completing Attachment 3 will ensure a thorough PMP.

The key components to the PMP are as follows:

a. Monitoring and Evaluation:

Proposals must include a Monitoring and Evaluation (M&E) Performance Management Plan (PMP). Attachment 3 of this funding opportunity contains a template that may be used to fulfill this requirement. The M&E PMP shows how applicants intend to measure and demonstrate progress towards the project’s objectives listed above.

The selected applicant(s) will be required to submit an approved M&E PMP before an award is signed. The selected applicant will be required to work with PDS Monitoring

and Evaluation Specialists to ensure the M&E PMP meets an expected level of expertise and meets PDS objectives.

The key components to the PMP are as follows:

1. **Monitoring and Evaluation Narrative:** Applicants should describe how they intend to monitor and evaluate ACK and ACC programs. In addition, the applicant should describe any M&E processes, including key personnel, management structure (where M&E fits into the overall program's staff structure), technology, and as well provide a brief budget narrative explaining any line-item expenditures for M&E listed in the program's budget.
2. **Monitoring and Evaluation Datasheet:** Under each objective listed above, the applicant must include proposed indicators to track outputs and outcomes of their programs at the ACK. For example, an output indicator for the promotion of peace, democracy, reconciliation, and human rights might be the number of people that attended a session on peace, while an outcome indicator might be an increase in attendees reporting willingness to engage in a peace process after attending the session. The datasheet's purpose is to explicitly illustrate how a project's activities lead to tangible results (such as increased beneficiary skills, knowledge, or attitudes) that ultimately address ACK's objectives. For more information, please see Attachment 3.1: Instructions.
- b. **Theory of Change Diagram:** Applicants will be expected to submit either a Theory of Change diagram or an If-Then Statement that illustrates how project activities will lead to intended outcomes. Attachment 3 includes a suggested format for these requirements.
- c. **Monitoring and Evaluation Datasheet:** The applicant must include their proposed activities and their expected outputs and outcomes as well as the goals and objectives as written in the NOFO. The datasheet's purpose is to explicitly illustrate how a project's activities lead to tangible results (such as increased beneficiary skills, knowledge, or attitudes) that ultimately address a PDS objective. For more information, please see Attachment 3.1: Instructions.

The selected applicant's M&E PMP is subject to review and approval before any award will be issued under this NOFO. The selected applicant will be required to work with PDS Monitoring and Evaluation Specialist to ensure the applicant's M&E PMP achieves an expected level of expertise and meets PDS objectives.

Expenses directly associated with monitoring and evaluation are considered allowable. The suggested template includes a space to list the portion of the total budget amount directly associated with monitoring and evaluation activities.

Section 3. — Detailed Budget and Budget Narrative:

- **Detailed Budget** - Applicants must submit a detailed line-item budget. Applicants are encouraged to utilize the template provided with the funding opportunity but are not required to do so (Attachment 4). Line-item expenditures should be listed in the greatest possible detail. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. See Annex Section I for a description of the types of costs that should be included in each category. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If an organization is charging an indirect cost rate without a NICRA, it must apply it to the modified total budget costs (MTDC), refer to [2CFR§200.68](#). **Budgets shall be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.
- **Budget Justification Narrative** – Applicants must submit a budget justification narrative to accompany the detailed line-item budget. The purpose of the budget justification narrative is to supplement the information provided in the detailed budget spreadsheet by justifying how the budget cost elements are necessary to implement project objectives and accomplish the project goals. The budget justification narrative is a tool to help PDS staff fully understand the budgetary needs of the applicant and is an opportunity to provide descriptive information about the requested costs beyond the constraints of the budget template. Together, the detailed budget spreadsheet, the budget justification narrative, and the SF-424A should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant’s proposal.

Additional Budget Notes:

- **Audit Requirements:** Please note the audit requirements for Department of State awards in the Standard Terms and Conditions <https://www.state.gov/m/a/o/e/index.htm> and [2CFR200](#), Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization’s established indirect costs in the award’s detailed budget.

Section 4. - Required Attachments:

- Key Personnel Resumes:** A résumé, not to exceed one page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.
- Letters of support from program partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship

to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.

- c. If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included in the application submission.
- d. Proof of Non-profit Status –Documentation to demonstrate the applicant’s non-profit status (e.g., U.S.-based organizations should submit a copy of their 501(c)(3) Internal Revenue Service determination letter, and non-U.S. organizations should provide evidence of non-profit status issued by a government entity).

Other items NOT required/requested with the application submission, but which *may* be requested if your application is approved to move forward in the review process include:

- a. Copies of an organization or program audit within the last two (2) years
- b. Copies of relevant human resources, financial, or procurement policies
- c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization’s capacity to manage a federal grant award overseas.
- d. Information to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and identify other financial transactions that may be necessary to undertake the project activities
- e. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations: All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- www.SAM.gov registration which will generate a UEI
- NCAGE/CAGE code

Any applicant with an exclusion in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.”

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate

applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Since April 2022, the UEI is assigned when an organization registers or renews its registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at <https://login.gov/>. As a reminder, organizations need to renew its sam.gov registration annually.

US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in www.sam.gov. CAGE must be renewed every 5 years. Site for CAGE: <https://cage.dla.mil/Home/UsageAgree>. Grantees may be asked for more information to finalized and must comply.

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: <https://eportal.nspa.nato.int/AC135Public/CageTool/home> to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

It is in the organization's best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes **prior** to registering or renewing www.sam.gov. Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization's legal address in NCAGE/CAGE must mirror www.sam.gov.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed **ineligible**. All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

4. Submission Dates and Times

All application materials must be submitted by email to **colombopdgrants@state.gov**
OR

Application Submission Process: There are two application submissions methods available to applicants. Applicants may submit their application using Submission Method A

Submission Method A: Submitting all application materials directly to the following email address: **colombopdgrants@state.gov**. Applicants opting to submit applications via email to

colombopdgrants@state.gov **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

Submission Deadline: All applications must be received by August 23, 2022, at 11.59 p.m. (Colombo Time). This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above their application will be considered ineligible and will not be considered for funding.

5. Funding Restrictions:

Pre-award costs are not an allowable expense for this funding opportunity.

6. Other Submission Requirements

Applicants must acquire all required registrations and rights in the United States and Sri Lanka. All intellectual property considerations and rights must be fully met in the United States and Sri Lanka.

Any sub-recipient organization must also meet all the U.S. and Sri Lanka requirements described above.

E. APPLICATION REVIEW INFORMATION

1. Criteria: Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- **Quality and Feasibility of the Program Idea – 30 points:** The program idea should be innovative and well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
- **Organizational Capacity and Record on Previous Grants – 25 points:**
 - The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project.
 - The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
 - The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.

- Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
 - Where partners are described, the applicant details each partner's respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate
- **Project Planning/Ability to Achieve Objectives – 15 points:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
 - **Budget – 15 points:** The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
 - **Monitoring and Evaluation - 15 points:** There is a complete and thorough draft submission of a M&E Performance Monitoring Plan (PMP). This will include a list of proposed project activities, corresponding milestone, output, and outcome indicators, a description of data collection methods, and a timeline for collecting such information. The proposal presents a clear theory of change on how the program will address that problem. Further, if the project requires selecting participants, or beneficiaries, the proposal should articulate how the selection will be done in an equitable way. Use of the suggested template (Attachments 3 & 3.1) will satisfy these requirements. Funded projects will have their plans finalized during the negotiation phase, and monitoring plans may be subject to periodic updates throughout the life of the project.
 - Review and Selection Process
 - a. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.
 - b. Review. All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed above in Section D, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review eligible proposals based upon the criteria noted in this NOFO.
 - c. Follow up notification. Applicants will generally be notified within 120 days after the NOFO deadline regarding the results of the review panel.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- a. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- b. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- c. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Administrative and National Policy Requirements

Terms and Conditions:

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

Reporting

Recipients are required to quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about this funding opportunity or the grant application process, please contact: colombopdgrants@state.gov.

Question Deadline: For questions on this solicitation, please contact colombopdgrants@state.gov. Questions must be received on or before **July 16, 2022**, at 11:59 p.m., (Colombo Time). Applicants should not expect an email response to questions, as questions received before the deadline will be answered in a question-and-answer document and posted at www.lk.usembassy.gov on July 22, 2022.

I. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that do not have a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

Branding Requirements

As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Note: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should also note what parts of the application, program, concept, etc. are covered by copyright(s), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.

STEP Enrollment

U.S. citizens who travel to Sri Lanka are encouraged to enroll in the Department of State's Smart Traveler Enrollment Program (STEP) available at: <https://step.state.gov/step/>. Enrollment enables citizens to receive security-related messages from the Embassy and makes it easier for us to locate you in an emergency. The Embassy also recommends that all travelers review the State Department's travel website at travel.state.gov for the [Worldwide Caution](#), [Travel Warnings](#), [Travel Alerts](#), and Sri Lanka [Specific Information](#).